



GIVE

Governor's Investment in
Vocational Education

RFP Technical Assistance

August 1, 2019

Agenda

- I. Notice of Intent to Propose
- II. Proposal Requirements
- III. Rubric Breakdown
- IV. Proposal Specifications
- V. Budget Considerations
- VI. Grant Timeline & Milestones
- VII. Proposal Review & Awarding
- VIII. Additional Submitted Questions

Notice of Intent

- 81 Notices of Intent were filed by Thursday, July 25 at 4:30pm central
- Every Community College & TCAT were involved in at least one proposal
- A Notice of Intent must be filed in order to submit a final proposal
- The lead and the fiscal agent must remain the same.
- Additional partners may be added to or removed from the proposal prior to final submission
- The proposed dollar amount may be adjusted prior to final submission

Proposal Requirements

Proposals must identify and address local community/regional skills gaps through one (or a combination) of the following methods:

1. Enhance, expand, and/or acquire equipment to develop an academic program that creates a pathway from secondary to postsecondary, culminates in a postsecondary certificate, diploma, or degree, and fills a critical and demonstrable local workforce need.
2. Develop and implement collaborative, meaningful, and structured work-based learning (WBL) experiences.
3. Provide industry recognized certifications to meet an identified regional workforce need.

Scoring Rubric

- Divided into six sections mirroring the sections of the GIVE proposal
- Developed with external agency input
- Sections 1-5 of the GIVE proposal Scoring Sub-categories:
 - **Does Not Meet**
 - **Approaching**
 - **Demonstrating**
 - Required Evidence
 - Advanced Evidence
 - **Excelling**
 - Required Evidence
 - Advanced Evidence
 - Exemplary Evidence

Proposal Specifications

Demonstration of Need- 20 points

- Alignment to *Drive to 55* goals
- Localized data demonstrating need
 - Preferred data sources on RFP page 6
- Clear linkages between grant activities and local needs

Demonstration of Need -20 pts

Demonstration of Need: Successful proposals should be aligned with regional and/or local economic and labor-market opportunities, as demonstrated by available labor market information.

**Does Not Meet
(0 points)**

- ☐ Proposal provides little to no state, regional, or local labor market data to justify the grant activities and/or does not cite data sources.

**Approaching
(1-4 points)**

- ☐ Proposal provides general labor market data to justify grant activities.
- ☐ Proposal identifies clear industry sectors that are aligned with proposed grant activities, but does not go into detail.
- ☐ Proposal provides some information (e.g., job growth or wage information) about industry sectors that are aligned with proposed grant activities, but does not provide adequate supporting information.

Section 1: Demonstration of Need (20 points)

Demonstrating (5-10 points)

Required Evidence (5-7):

- ☐ Proposal provides state, regional, or local labor market data to justify grant activities from several sources, including TNECD, 2018 LEAP Occupational Analysis, Jobs4TN, and/or THEC reports.
- ☐ Proposal utilizes labor market data to identify occupations tied to grant activities that offer livable wages (MIT Living Wage Calculator for a single adult or 75% of the median wage for the region).
- ☐ Proposal states goals and connects with workforce priorities, but lacks detail in how planned grant activities satisfy workforce need.

Advanced Evidence (8-10):

- ☐ Proposal states goals and connects with workforce priorities and demonstrates how grant activities assist in meeting workforce needs.

Section 1: Demonstration of Need (20 points)

**Excelling
(11-20
points)**

Required Evidence (11-15):

- ☐ Proposal provides comprehensive and rigorous state, regional, and/or local labor market data to justify grant activities from several sources, including TNECD, 2018 LEAP Occupational Analysis, Jobs4TN, and THEC reports that focus on anticipated or future needs that include, but are not limited to, projected growth and retirement metrics.
- ☐ Proposal utilizes labor market data to identify occupations that offer livable wages (MIT Living Wage Calculator for a single adult or 75% of the median wage for the region).
- ☐ Proposal provides detailed and clear connections between local needs and planned activities.
- ☐ Proposal outlines how the grant activities will increase overall higher education attainment in the region and provides clear linkages between postsecondary credentials offered through the grant and the needs of employers.

Section 1: Demonstration of Need (20 points)

**Excelling
(11-20
points)**

Advanced Evidence (16-20):

- ☐ Proposal includes written documentation from major local employers stating explicit labor market needs aligned with the grant activities and credentials offered.
- ☐ Proposal provides additional supporting materials and resources (e.g., a letter from the local chamber of commerce that shows their own analysis of labor market trends and or specific needs identified by local employer(s)) related to labor market data that are utilized to inform grant activities.

Proposal Specifications

Program Plan- 25 points

- Detailed project timeline and overview
- Clear alignment of workforce data and Drive to 55 goals
- Measurable objectives for each phase of the project
- Recruitment of underrepresented student groups
- Project governance and accountability plan
- Structure of optional WBL program
 - A **maximum number of 7 points** will be awarded to proposals without WBL programs in this section
- Role of proposed equipment (if requested)

Program Plan- 25

Program Plan: Successful proposals should include a detailed timeline and overview of activities; clear alignment of workforce data and Drive to 55 goals; measurable objectives; project governance and accountability and work based learning (WBL) components. If equipment is purchased, the role of the proposed equipment request must be included.

Does Not Meet (0 points)

- ☐ Proposal contains little to no information pertaining to the timeline and overview of activities; alignment of workforce data and Drive to 55 goals; measurable objectives; project governance, and accountability components.

Approaching (1-4 points)

- ☐ Proposal includes project timeline and overview elements.
- ☐ A project plan is presented, but lacks sufficient details or is missing one or more of the following essential components: identified objectives, governance, accountability information, or skills gap improvement.

Section 2: Program Plan (25 points)

Demonstrating (5-10 points)

Required Evidence (5-7):

- ☐ Proposal includes detailed project timeline with a month by month overview of activities, critical meetings and actions that will comprise the development and implementation of the project.
- ☐ Proposal includes measureable objectives for each phase of the project.
- ☐ Proposal includes a detailed governance and accountability plan.
- ☐ Proposal clearly aligns grant activities with workforce data and Drive to 55 goals.
- ☐ If proposal includes WBL, proposal outlines requirements and expectations for proposed WBL experiences and how these experiences align with workforce needs.
- ☐ If purchasing equipment, proposal provides a clear justification for the purchase and demonstrates how the equipment purchase will address local labor market needs.

Section 2: Program Plan (25 points)

Demonstrating (5-10 points)

Advanced Evidence (8-10):

- ☐ Proposal includes measureable objectives for each phase of the project that clearly align with workforce needs.
- ☐ Proposal includes a signed Memorandum of Agreement for data sharing that will be used for the purposes of sharing outcomes of activities funded through the proposal.
- ☐ Proposal specifies quality WBL experiences offered through grant activities to high school and postsecondary students and the corresponding employer partner that provides these experiences.

Section 2: Program Plan (25 points)

**Excelling
(11-25
points)**

Required Evidence (11-15):

- ☐ Proposal describes how grant activities provide a secondary to postsecondary pathway that will serve as an intentional progression of coursework leading to a credential and/or degree that aligns with workforce needs.
- ☐ The proposal includes two or more early postsecondary opportunities as a component of the grant activities that align with workforce needs.
- ☐ Proposal provides a continuum of high-quality work based learning opportunities that progressively build on one another and are aligned with workforce needs.

Section 2: Program Plan (25 points)

**Excelling
(11-25
points)**

Advanced Evidence (16-20):

- ☐ Proposal includes stackable credentials involving two or more postsecondary institutions demonstrating the certificates/diplomas/degrees that students will be able to pursue through the grant activities.
- ☐ Proposal describes structures for supporting students in work-based learning experiences, including central points of contact for supervisors, and monitors other supports, such as transportation and scheduling.
- ☐ Proposal provides documentation of a written letter of support or an MOU with employers outlining a capstone work-based learning experiences such as: internships, co-ops, registered apprenticeships, clinical, or practicums.

Section 2: Program Plan (25 points)

**Excelling
(11-25
points)**

Exemplary Evidence (20-25):

- ☐ Proposal incorporates creating a new, expanding or using an existing worker ethic program such as: the Work Ethic Diploma, Work Ethics Matter, and Work Ethic Distinction.
- ☐ Proposal describes the types of support services offered to high school and postsecondary students that assist with completion by partnering higher education institutions.
- ☐ Proposal describes opportunities for educators to gain industry knowledge and become familiar with updates in industry-specific technology and business practices through externships and other professional development experiences outside the classroom.
- ☐ Proposal includes data on current CTE/work based learning enrollment in their school, disaggregated by student groups (gender, race/ethnicity, economically disadvantaged students, English Language Learners, students with disabilities).
- ☐ Proposal provides evidence of formalized processes and protocols, such as those in the Work-Based Learning Toolbox, used to recruit and engage employers based on alignment to regional labor/workforce data analysis.
- ☐ Proposal demonstrates alignment with other local workforce initiatives/grants.

Proposal Specifications

Strength of Partnership- 20 points

- Detailed description of each mandatory partners' role
- Capabilities of each mandatory partner in ensuring project success
- Memorandum of Understanding (MOU) outlining the partnership agreement or letters of commitment from local employers and higher education institutions
- MOU components

Strength of Partnership – 20 pts

Strength of Partnership: Successful proposals must provide a detailed description of each mandatory partner's role in implementation of the identified program, capabilities of each mandatory partner, letters of commitment from partners or a partnership MOU.

**Does Not Meet
(0 points)**

- ☐ Proposal does not clearly state or define partnerships or lacks the required members.

**Approaching
(1-4 points)**

- ☐ Proposal lists all required partners, but does not incorporate the partners in a meaningful role or lacks required letters of support or partnership MOU.

Section 3: Strength of Partnership (20 points)

Demonstrating (5-10 points)

Required Evidence (5-7):

- Proposal provides letter(s) of support or MOU(s) with at least two employers demonstrating support and commitment to the grant activities.
- Proposal provides letter(s) of commitment or MOU(s) with partnering higher education institution(s) demonstrating interest and capacity for program participation.

Advanced Evidence (8-10):

- Proposal contains a detailed description of how each partner will carry out grant activities, tasks assigned to each partner.
- Proposal contains articulation agreements/MOU/letters of support that provides evidence that all partners are engaged.

Section 3: Strength of Partnership (20 points)

**Excelling
(11-20
points)**

Required Evidence (11-15):

- Proposal provides documentation of a formal agreement with at least one postsecondary institution that in addition to accepting credit for early postsecondary opportunities confers a credential from a TCAT or community college (e.g., technical certificate, diploma, or degree)
- Proposal contains letters of support/MOU demonstrating partner commitment to the grant activities with required regional resources necessary for program success.

Section 3: Strength of Partnership (20 points)

**Excelling
(11-20
points)**

Advanced Evidence (16-20):

- ❑ Proposal provides details of articulation agreements and partnership activities with other postsecondary institutions that include details about the nature of partnership (e.g., transfer of credits, accelerated degree completion).
- ❑ Proposal demonstrates that learning experiences are collaboratively designed by education (secondary and postsecondary) and industry partners.
- ❑ Proposal contains an MOU that outlines each partner's respective benefits, roles and responsibilities and shows evidence that all partners are engaged (e.g., shared vision statement) and clearly defines roles of each partner.

Proposal Specifications

Budget Plan- 15 points

- Clear alignment between funding request and grant activities
- Explanation of any indirect costs
Indirect costs are limited to 8% of the total budget

Budget Plan – 15 pts

Budget: Successful proposals will provide clear alignment between funding requested and grant activities. All proposals must include a detailed financial plan and completed budget using the template provided.

Does Not Meet (0 points)

- ☐ Budget is incomplete and/or unreasonable given the scope of the proposal.

Approaching (1-4 points)

- ☐ Budget lacks sufficient detail, but expenditures are reasonable given the scope of the proposal.

Section 4: Budget Plan (15 points)

Demonstrating (10 points)

Required Evidence (10):

- ☐ Budget is complete and submitted using template provided.
- ☐ Budget contains detail and justification for expenditures.

Excelling (15 points)

Required Evidence (15):

- ☐ Budget contains clear alignment between funding requested and grant goals and objectives.
- ☐ Budget is complete and accurately reflected with sufficient justifications and detail listed for each line item.

Allowable Budget Items

- Equipment to start a new or enhance/expand an existing program
- Salary and benefits for an instructor
- Lease of Space
- Stipends for teacher and counselor externships
- Stipends for external coordinators to lead larger grant events such as career expos
- Curriculum Development
- Administrative costs (indirect costs are allowable up to 8%) – Salary and benefits for a grant manager would be allowable as an administrative cost.

Other Budget Items

- Space renovation (may be considered)
- Requests for funding of **new construction** may not be included as part of this grant.
- Employer reimbursement of WBL salaries (will be considered on a case by case basis)
 - May not exceed 50% of an employee's salary
- Student industry certifications may be paid for as a part of the grant.
- Group transportation cost (not individual) may be covered.
- Matching funds are not a requirement of this grant.

Proposal Specifications

Sustainability Plan- 20 points

Detail plan for sustaining the project beyond the 30 month grant period including:

- Program Sustainability
- Partner communication & resource sharing
- Availability of resources to house, maintain and repair equipment (if applicable)
- Commitment and strategy to maintain WBL program (if applicable)

Sustainability Plan- 20 points

Sustainability: Successful proposals will include a commitment and detailed plan for sustaining grant activities beyond the 30 month period.

Does Not Meet (0 points)

- ☐ Sustainability plan is incomplete and/or unreasonable given the scope of the project.

Approaching (1-4 points)

- ☐ Sustainability plan lacks sufficient detail, but is reasonable given the scope of the proposal.

Section 5: Sustainability (20 points)

Demonstrating (5-10 points)

Required Evidence (5-7):

- ☐ Proposal includes a plan for sustaining the program and partnerships beyond the grant period.
- ☐ If proposal includes equipment purchases, a detailed plan including the availability of long-term resources for maintenance, repair, and housing equipment is included.

Advanced Evidence (8-10):

- ☐ Proposal includes a detailed plan for sustaining the program and partnerships beyond the grant period.
- ☐ Proposal includes a detailed plan describing how the WBL programs and industry partnerships will continue.

Section 5: Sustainability (20 points)

**Excelling
(11-20
points)**

Required Evidence (11-15):

- ☐ Proposal includes a detailed plan for sustaining the program and partnerships beyond the grant period that outlines the roles and responsibilities of each partner.

Advanced Evidence (16-20):

- ☐ Proposal includes formal written documentation of commitment to sustain the grant activities and partnerships beyond the grant period through letters of commitment from all partners or a signed partnership MOU.
- ☐ Proposal provides detailed commitment and strategy for partners to maintain GIVE developed WBL programs beyond the grant period that describes structures for supporting students in work-based learning experiences, including but not limited to, central points of contact for supervisors and other supports, such as transportation and scheduling.

Proposal Specifications

Economic Status Acknowledgement- (up 15 points available)

- Applicants with **projects/proposals** serving counties designated as **distressed** will receive **15 additional points**
- Applicants with **projects/proposals** serving counties designated as **at-risk** will receive **10 additional points**
- **Points are capped at 15 for this section.**
- Points will be awarded based on the county's economic status designation as of July 1, 2019.

Final Proposals

- **Must be received by Friday, September 6 at 4:30 pm Central**
- Submissions must be received electronically through ownCloud.
- Instructions for submission will be shared with everyone that submits a notice of intent and will be reviewed in the August 1, 2019 technical assistance meeting.
- **Submissions received after the deadline will not be considered**
- It is the sole responsibility of the lead entity to verify receipt of the proposal.
- All proposals will be posted on the THEC website one week after the deadline.

Final Proposals

The application must include:

- Cover Sheet (see Appendix A)
- Table of Contents
- One-page Abstract/Project Summary
- Program Proposal: This section should be double-spaced, 12 point font, with one-inch margins
- Budget with applicable line item details (see Appendix B)

*Note: Maximum document length is fifteen (15) pages, **excluding** the cover sheet, data list, and abstract, table of contents, budget and appendices.*

Review & Award

- Selection committee members will score grants according to the rubric included in the RFP.
- Rubric will ensure that grants are reviewed objectively and are in alignment with the state's workforce and education goals.
- Final scoring from the committee members alone will determine the proposals approved for funding.
- Funder reserves the right to fund a proposal in full or in part and to request additional information.
- All costs incurred in preparation of a proposal shall be borne by the applicant. Proposal preparation costs are not recoverable from grant funds.

RFP Timeline

- **Final proposal due:** Friday, September 6, 2019
- **Grant applicants notified of selection:** October 2019
- **Technical Assistance Webinar for Grantees:** October 22, 2019
- **Start date for contracts:** November/December 2019

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